

CIVILIAN PERSONNEL NEWSLETTER

Volume 2, Issue 1

January 2012

Goodfellow AFB, Texas

From the Civilian Personnel Officer

We greet 2012 with many new changes and challenges. Of main concern is the funding levels and other financial constraints which have been and will continue to be implemented across the Department of Defense. As of this date, Goodfellow AFB has lost approximately 70 civilian positions. Of these about half are currently occupied. Voluntary Early Retirements and Voluntary Separation Incentives (VERA/VSIP) were offered in September; eleven employees took advantage of these and retired effective 31 December 2011. Their separations opened up positions for placement of employees who will be displaced due to position cuts. Another round of VERA/VSIP surveys was issued in early January; employees approved for this round will voluntarily separate effective 30 April 2012. This again will open up vacancies for placement of displaced employees. Every effort will

be made to find placements for all employees being displaced due to position cuts. Federal employees whose positions are being abolished may not be separated without ensuring they are given their full reduction in force (RIF) entitlements. As of this date we have no plans to run a RIF so displaced employees will remain in their current positions until a reassignment placement is found or until the decision to run a RIF is made by the base and by Air Force.

One good thing with the new year is that we are now allowed to fill vacant positions that cannot be used for possible placement of displaced employees. The Civilian Personnel Section (CPS) will review all vacancies before they are forwarded for recruitment to ensure they cannot be used for this purpose. We will continue to keep all civilian employees and managers up-

dated on any new information received. As always, the CPS is here to answer any questions and provide information and guidance.

Velma G. Elizardo
Chief, Civilian Personnel



Social Networking--Possible Disciplinary Issues

Information posted on a social networking site like Facebook, Twitter or other social media websites can potentially be brought into the Federal disciplinary arena. For example Federal agencies have disciplined Federal employees when they have called in sick, but then used posted information on social networking sites which showed that the employee was untruthful in using sick leave. For instance, an employee called in sick and then a "friend on facebook", provided info that the employee had called in sick to watch the Super Bowl and had posted information on Facebook that he was not really sick. Other issues that seem to be developing are where Federal employees have posted comments to social networking websites while at work (on duty). All sorts of potential issues could develop in such a situation. If an agency is looking to discipline an employee, they could potentially charge them for "time card" issues alleging that they were receiving pay but not actually working or perhaps for neglecting their duties while they were on Facebook,

Twitter, etc. Another No-No is posting inappropriate, discriminatory or even harassing comments. For example, action could be taken if a Federal employee posts inappropriate or angry comments about their supervisor and a co-worker prints out the comments and brings them into work. Once this information is in the hands of the Federal agency, they may find a legitimate connection to incorporate the issue into a disciplinary or even adverse action (removal). While there is a right to some privacy, a connection (or nexus) to the Federal workplace could be found to enable the Federal agency involved to take disciplinary action related to off duty activities. Social networking issues have begun to arise in employee disciplinary and adverse actions. These issues can come in all forms and Federal employees are cautioned to be careful both at work and at home with respect to information posted on such websites so that it does not become a disciplinary issue later.

MyBiz Updates Verification

The Air Force Personnel Center (AFPC) has updated a self-service module in MyBiz to enable civilian employees to update their career brief education and certification records online, and get those updates verified by AFPC. "Verification is important to ensure personnel files are accurate, and employees will benefit as well. Education, licensure, and certifications can be used for qualification determinations in reassignments, pre-reduction in force or RIF placement when required by the position, so it is to the employee's benefit to have these updates validated and the supporting documentation profiled in the electronic official personnel file," an AFPC spokesman states. In July 2012, the self-service module will become the sole method of updating employee records. If you aren't already doing so, you should get used to using this process to update your information.

To update the information, go to the Defense Civilian Personnel Data System MyBiz application at <https://compo.dcpds.cpmis.osd.mil> and follow the prompts to log in. Once logged in to MyBiz, go to "update my information," and click on the appropriate tab (i.e., to update education select the education tab and select update).

For help accessing My Biz, contact the Personnel Systems Operations Control Center at DSN 665-5004, Commercial 210-565-5004, or toll free 1-900-525-0102 (press 8, then 2); or send an email to PCOCC.SD@us.af.mil.

When you update your information, the update source column in MyBiz will show an "S" for self-certified which means the updates are unverified. The system will send an automatically-generated e-mail to you to request legible copies of transcripts for education updates, or certificates for certification and license updates. Once AFPC receives and verifies the documents, they input the information in your official personnel file, and you will see a "V" in the source column to indicate that the data has been verified.

AFPC can't verify the update without the supporting documentation, so if you cannot find your transcripts or certificates, you will need to contact the appropriate schools to get copies. According to AFPC, the verification process should be complete within 30-60 days after receipt of the supporting documentation. To ensure the process continues smoothly, you should wait until you receive the e-mail request to send the supporting documents. The e-mail will explain how to submit the information to AFPC through AFPERs, so it will be best to wait for the e-mail after self-certifying. Meanwhile, ensure your transcripts and certificates are easily accessible so that you're ready to go when you get your message from AFPC requesting the documents.



Weingarten Rights

In accordance with the requirements of 5 USC 7114(a)(3), the exclusive bargaining unit for Goodfellow AFB civilian employees, American Federation of Government Employees (AFGE) Local 1035, is to be given the opportunity to be present at any examination of an employee in the bargaining unit by a management representative in connection with an investigation IF the employee reasonably believes the examination may result in disciplinary action against him/her AND the employee requests representation.

2012 Appraisal Reminder

The rating period for General Schedule (GS) and Federal Wage System (WG/WL/WS) employees will come to an end on 31 March. The appraisals and associated cash/time-off performance awards will be effective on 1 June. Civilian Personnel will provide raters with instructions on how to complete the appraisals and make performance award recommendations. Group commanders will also receive information on cash award amounts available for employees in their Group. Completed/approved appraisals and awards will be due to the CPS in early May.

Along with the annual evaluation, supervisors should review with the employee the employee's position description (PD) to ensure employees know what is expected of them

for the coming appraisal cycle. The PD should be signed by the Employee, Rater and Reviewer and a copy of the signature page provided to the CPS.

Note: Raters whose employees PCS AF-to-AF between 1 January and 31 March must complete an appraisal for those employees as they will not have 90 days of supervision at their gaining base before the end of the rating period. Any cash awards for these employees will come from the Goodfellow organization award budgets.



eRetirement Module in EBIS

Benefits and Entitlements Service Team (BEST) has launched an eRetirement module in the Employee Benefits Information System (EBIS) web application. eRetirement is a web based tool that will help you prepare, finalize, and submit your application for retirement.

eRetirement is user friendly and will help eliminate the worry and guesswork often associated with completing a retirement application. The application will auto populate your personal information and prompt you to complete other required information such as military service and marital status. It also provides a "help" function in case you have questions about a particular section. You may use eRetirement to accomplish optional (includes MRA+10), voluntary early retirement (VERA), mandatory, and discontinued service retirement (DSR) applications. Due to complexity and multiple supporting documents required, users are unable to use eRetirement to apply for Disability Retirement.

To access eRetirement, log in to EBIS either through the Air Force Portal or through AFPC Secure. For detailed instructions on how to

access EBIS go to the AFPC website at <https://gum-crm.csd.disa.mil/app/home>, and do a keyword search for 4872. Once logged into EBIS, select eRetirement from the tool bar or application menu. If you are eligible for retirement within the next 360 days, the eRetirement main page will display sections of the application specific to your retirement system. If you do not meet the age and service requirements for retirement within the next 360 days, EBIS will not allow you to enter the eRetirement module to complete an application.

After you have completed all sections of the module and submit, you will be able to review your retirement application and applicable forms. This page will also display a list of additional forms that may be required such as marriage certificate and divorce decree in order to complete your retirement application. This page includes the address to submit your application.

If you have questions regarding retirements, retirement planning, or eRetirements contact the Total Force Service Center—San Antonio (TFSC-SA) at 800-525-0102.



**User
friendly
automated
program to
assist in
preparation
of retirement
application.**

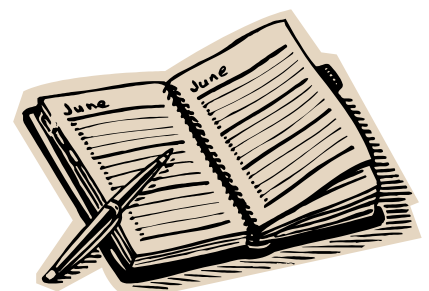
Updating Your Records

The Civilian Personnel Section (CPS) has a yearly requirement to publicize the opportunity for civilian employees to update their records. Areas that may require updating include veteran's preference, service computation date (SCD), education, training, experience, and performance appraisals. Civilian employees can obtain an electronic version of their career brief at the AFPC Secure website located at: <https://www.afpc.randolph.af.mil/AFPCSecure/MainMenu.asp>. You will need to have a CAC and Password to access this site. If you do not already have a login and password, you can establish them online by following the directions on this website. Review the brief to determine if any changes/updates are required. Updates to vet

preference, SCD and experience can be submitted to the CPS, Bldg 3303. Experience updates must be submitted on OF Form 612 to the CPS. Education and training updates can be input and self-certified in MyBiz. See article on previous page of this Newsletter for information on updating training and education in My Biz. Contact the CPS at 654-3330 for additional information on these updates. If your performance appraisal information needs updating, please contact your servicing Employee Relations Specialist at 654-3331 for guidance.

With pending and ongoing downsizing of the civilian workforce, it is more important now than it's ever been to ensure your personnel records are up-

to-date. Verifying that all your information in the personnel database is accurate, will ensure you are afforded all benefits and considerations you are entitled to. If you decide to update your records, we encourage you to submit the required documentation to the appropriate area by **1 May 2012** so that your records can be updated in a timely manner.



Annual Leave

Air Force Policy. Leave is an important and significant benefit for all employees. There is a mutual employee-management responsibility to plan and schedule the use of annual leave throughout the year. The scheduling of leave is so important that by law it is a prerequisite to the restoration of annual leave that may be forfeited because of exigencies of the service or because of sickness. Managers must administer leave and excused absences on a uniform and equitable basis within the scope of applicable laws and regulations. They must base their decisions to deny leave requests and cancel approved leave on the necessity for the employee's services. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure. In granting leave, managers must consider the needs of the Air Force and the welfare of the employees. Authority to approve leave requests is normally delegated to the lowest supervisory level having personal knowledge of the work requirements and the employee's leave record. The OPM 71, **Request for Leave or Approved Absence** is available on the OPM web site (<http://www.opm.gov>) for the purpose of requesting leave.

Maximum Annual Leave Accumulation. The maximum amount of annual leave that an employee may carry forward from one leave year to another is 30 days (240 hours), or the amount accumulated under earlier statute, whichever is greater. Any leave to the employee's credit at the end of the leave year that exceeds the maximum accumulation is either forfeited.

Restoration of Forfeited Annual Leave. Annual leave which would otherwise be forfeited may be restored when it is lost because of exigencies of the service, sickness of the employee or administrative error, if use of the leave was scheduled in advance. Leave may also be restored when an administrative error causes the loss of annual leave otherwise accruable. Before forfeited annual leave may be considered for restoration, use of the annual leave must have been requested, approved, and scheduled in writing

before the start of the third biweekly pay period before the end of the leave year.

Scheduling Annual Leave. Employees must take positive action before the beginning of the third full pay period prior to the end of the leave year to schedule or reschedule canceled leave so as to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. Written leave schedules will be used to certify proper scheduling had been accomplished when requesting restoration of forfeited annual leave. Failure on the employee's part to schedule annual leave does not relieve management of its responsibility to assure that the leave is in fact scheduled for use. However, when employees choose not to request or use annual leave to avoid forfeiture, they are not entitled to have forfeited leave restored for later use.

When Annual Leave is Granted. Employees are granted annual leave to allow them time off for vacations and for personal and emergency purposes. The use of annual leave is a right of the employee in that the employee is either given an opportunity to use the annual leave, or to the extent permitted by law, is paid for it at the time of separation. Except in cases of emergency, annual leave must be requested by the employee and approved by the appropriate leave-approving official in advance of the absence. Supervisors must ensure that all employees are informed of the procedure to be followed in requesting and obtaining approval of leave. This includes requests for annual leave in advance of the absence as well as leave for emergencies. Supervisors should consider employees' desires and personal convenience as well as the work situation when granting leave. They must not make arbitrary decisions to deny leave. However, the final determination as to the scheduling and the amount of annual leave granted at any specific time is made by the supervisor authorized to approve leave. Requests for annual leave shall be submitted to the approving official on an OPM 71 or other appropriate form.

Submitting Updated Resumes

Effective 3 Jan 12, employees may submit an updated resume via the AFPERS website for inclusion in their electronic Official Personnel Folder (e-OPF). An updated resume is important for a variety of reasons, including but not limited to qualifications determination, medical/physical accommodations, workforce shaping movements, etc. To upload a resume, employees can log into AFPERS (<https://gum-crm.csd.disa.mil/app/login/redirect/home/session/L3NpZC9Ma29md1VOaw>). Under Employee, select Career Management, Self-Service then Resume Update. Please read the instructions provided. The resume will be verified and profiled into the e-OPF, normally within 30 calendar days of receipt. Do not attach other documents to the resume. Employees will be notified by AFPC that the resume has been received and filed in the e-OPF. Once profiled, the resume will be viewable by the employee via the AFPC Secure web site.

Information For Supervisors

Workers Compensation Training

A new web based training on the basics of the Workers' Compensation program has been developed for supervisors. The training covers topics such as actions to be taken when an employee is injured, authorizing treatment using CA-16 form, and Continuation of Pay. The training will take approximately 60 minutes to complete and a certificate will be issued at the completion of the training. This new supervisory training can be accessed by selecting the Training Opportunities link under the Products and Services on the ICUC website http://www.cpms.osd.mil/icuc/icuc_index.aspx , then selecting Workers' Compensation Basics under Online Training for Supervisors.



Honorary Awards Upon Retirement

Prior to the December 2009 revision of AFI 36-1004, the Outstanding Civilian Career Service Award (OCCSA) was identified as "the only award appropriate upon retirement." The revised AFI allows for any but the two awards for valor to be presented at retirement. Per local policy, the OCCSA, because it equates to the Legion of Merit, will not be approved for employees below GS-14 (or equivalent). The table of equivalent awards shows:

Civilian Award

Decoration for Exceptional Civilian Service
Outstanding Civilian Career Service Award
Meritorious Civilian Service Award
Exemplary Civilian Service Award
Air Force Civilian Achievement Award

Military Award

Distinguished Service Medal
Legion of Merit
Meritorious Service Award
Air Force Commendation Medal
Achievement Medal

Updating Employee Telework Eligibility

With telework getting increased visibility, coding of employee positions and records has become a requirement. Civilian positions have been automatically updated by AFPC to match information that was previously provided to them by each installation. Supervisors are better able to determine whether their employees can or cannot telework and how teleworking would affect their mission. There are a number of telework eligibility codes available for coding employee eligibility so supervisors are asked to manually update this code using the step-by-step instructions below. If supervisors are unable to see their employees in My Workplace, please contact the CPS at 654-3331 for assistance in updating the hierarchy. Telework is a flexibility available to management to better manage their resources. It is not an employee entitlement. At Goodfellow, telework has been rarely used and only when employees are recuperating from an illness or injury and cannot come in to work. Supervisors should carefully review their work requirements to ensure telework is or is not a viable flexibility they can use. Please contact the CPS if you have any questions.

1. Login to My Workplace; select My Employee Information; select an employee from list to continue
2. Select 'Personal' tab; select Update/View Telework Eligibility Information (bottom right)
3. In the update/change Telework Eligibility box type in %Eligible and click on "Need Help Determining Eligibility" located just above the box
4. Select the appropriate Telework Eligibility descriptor by clicking on radio button on left side of the descriptor
5. Click on "Select" at bottom right side of page
6. Click on "Submit" at right side of page
7. Select "Continue Updating" to update another employee's eligibility



Congratulations to all our civilian employees who are receiving length of service certificates. And to all who are retiring this quarter or have retired in the last quarter.

Your service and dedication are truly appreciated. You are an invaluable resource to the 17th Training Wing.

Retirements from Sep to Dec 2011

September

*Richard Tkacs, CES
Robert Crocker, FSS
Jimmy Wilcher, CES
Mitchell Halfmann, CES*

October

William Harding, SE

December

*Nell Thomas, MDG
Ginger Moore, FSS
Charles Atkins, CES
Thomas Dempsey, 315 TRS*

Robert Sheridan, FSS

Carl Frentz, FSS

Joseph Caruso, FSS

Glenn Pruitt, LRS

Olivia Schrencengost, CES

Becky Shaffer, CPTS

Peggy Farnsworth, FSS

Janet Miller, SFS

Jordan Kelly, CES

Collette Cuelar, MDOS

Gloria White, MDOS

Dorothy Bethea, 316 TRS

Length of Service Certificates for Aug—Dec 2011

10 Year

*August: Rachel Allen
Vincent Jones
September: Jo A. Rachelle
Lori Keller
October: Dennis Thompson
Shandy Scott
Richard Tomaskovic
November: Asa Rogers
Teresa Ream
December: Jeffery Wilkins
Mark Young
Charles Hall*

20 Year

*September: Barbara Jackson
Wyman Camron
William Provencal
Darrell Fischer
October: Cathy Clark
Cherokee Chambers
December: Allen Ficke*

30 Year

December: Juanita Hale

Your CPS Staff

Velma Elizardo, Civilian Personnel Officer
Walter (Bert) Dickerson, Labor Relations Officer

Human Resources Specialists:
Stephanie Flynn Terri Kirk Glenn Miller Duane Thompson

Human Resources Assistant:
Bailey Parker



Hatch Act

The Hatch Act governs political activities that are allowed and prohibited for federal and state employees. Below are the "do's" and "don't" in condensed version:

Employees may:

- Be candidates in *non-partisan* elections
- Vote as they choose
- Donate money to a political party
- Campaign for a political candidate

Employees may not:

- Become a candidate in a *partisan* election
- Use their federal position to interfere with or influence an election
- Solicit, accept or receive political contributions
- Engage in political activity while on duty

With elections this year, please make sure you are in compliance with this guidance and keep yourself out of trouble.

FEHB Brochures

The Civilian Personnel Section still has Federal Employee Health Benefits brochures available which provide information on the various health insurance plans. Stop by and pick one up if you need it.

CPS Hours of Operation

Monday - Wednesday & Friday:
0730 - 1630

Thursday: 0900 - 1630
(Staff training conducted from 0730-0900)

Customer Service: 654-5179

To contact the CPS via email with general questions or for employment information, email us at:
Goodfellowstaffing@goodfellow.af.mil